

CLEAR HALL POLICY

Office renovations, remodels, and relocations are a fact of life in a facility the size of the USDA Headquarters. Of particular concern during these facility changes is the creation of impediments to safe and timely emergency egress and the special challenges faced by those with visual or mobility disabilities. Agencies are encouraged to adopt a “just-in-time” strategy for furniture and equipment delivery, and to do office moves after normal business hours to the extent practicable. When that is not possible and items must be staged in public areas prior to moving or installation, the following protocols must be observed in order to preserve and protect the safety and well-being of occupants and visitors.

1. All materials must be kept to one side of the hallway.
2. A passable area of at least 60” must be maintained at all times and in all locations. This usually means that staged materials may occupy no more than 1/3 of the width of the hallway.
3. A passable area of less than 60” will only be allowed following coordination with the Office of Operations (OO) Safety Office and the identification and implementation of appropriate measures to mitigate any increased risk to occupants.
4. Staged materials may not exceed a height of 72”.

These moves and relocations can also generate trash, recyclable cardboard, and surplus or abandoned furniture and equipment. The placing of these items in hallways and elevator lobbies in a manner that blocks emergency egress creates unacceptable safety hazards, and is not permitted.

Trash and Recyclable Cardboard: Coordinate with the Washington Area Service Center (WASC) to have appropriate receptacles available for these products. WASC can be reached by calling the Service Center Hotline at 202-720-6858.

Excess Property: Excess personal property should be submitted to Centralized Excess Property Operations (CEPO) for appropriate disposition. Instructions for reporting excess property can be found in Agricultural Property Management Regulation (AGPMR) 110-36.35. All that's needed is to prepare a CEPO-1 (Report of Transfer, Services, or Rehabilitation of Property) and forward it to the Central Shipping and Receiving (CS&R) Office in Room 0466 of the South Bldg. They can be reached at 202-720-7520 if you have questions or require further information. You may also fax the CEPO-1 directly to CEPO (301-394-0296) to arrange a transfer. CS&R will arrange for property to be picked up and transferred to CEPO. All excess items are to be placed in the elevator lobbies in the Wing 5 tail house of the South Building pending pickup by CEPO. Placing property in hallways or other elevator lobbies is NOT permitted.

Questions regarding these guidelines and requirements should be directed to the OO Safety Office at 202-720-6808 or WASC at 202-720-6858.